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KTGY:

KTGY is a full-service architecture, branding, interiors and planning firm specializing in residential, retail, hospitality and mixed-use environments. Our firm and our work are guided by a continuous focus on innovation, creativity, collaboration and a deep responsibility we feel towards enhancing communities and neighborhoods. Our architects, designers and planners combine big picture opportunities, leading-edge sustainable practices and impeccable design standards to create memorable destinations of enduring value.

LOS ANGELES:

KTGY Los Angeles studios: high-density, for-sale, independent living, hospitality and mixed-use are built on the collaborative energy of design and technically minded architects and planners who know thriving communities are created through great architecture. Innovation and a desire to create sustainable and energetic urban environments drive us to embrace new techniques and technologies. Join us today and positively impact the communities in which we live, work and design.

DUTIES AND RESPONSIBILITIES:

- Lead projects and teams, across multiple projects
- Ensure that the project conforms to the contractual agreement the firm has made with the client and in accordance with company quality standards and code requirements
- Understand the client program requirements, including deliverables
- Establish regular client meetings and attend with appropriate team and consultants as required by contract scope.
- Ensure projects conform to standard of care and quality of the industry
- Review contract drawings and specifications for completeness, accuracy, and coordination. Confirm that corrections and clarifications are made, if required
- Control project profitability and liability exposure on behalf of KTGY
- Direct, lead, and mentor staff to ensure professional development
- Ensure staff is effectively & efficiently utilizing time
- Determine amount and type of staff to execute the projects
- Create additional service directives and sign additional services with approval of studio leadership
- Function as the main point of management contact with the client and city agencies
- Review project billings and update studio projections regularly
- Monitor project receivable and assist in the collection of receivables.
- Participate in writing proposals
- Create and monitor project schedules
- Establish and monitor project budgets along with project progress
- Perform other duties as assigned



REQUIRED SKILLS AND ABILITIES

- Accurate and detail oriented
- Ability to work on multiple projects and maintain effective communication and quality control
- Strong ability to plan, schedule, direct work of self and others
- Intermediate understanding and proficiency using the following software:
 - AutoCad and/or REVIT
 - Sketch Up
 - Adobe Suite
 - MS Office

EXPERIENCE AND EDUCATION:

- Minimum of 7 years industry experience
- 4-year Architectural degree and/or combination of required education and experience.
- Licensed Architect (Preferred)
- Advanced understanding of building codes, including national and state local codes
- In depth knowledge of various product types, code requirements, and construction practices and how to apply, detail, and specify them